



## **CITY OF LONG BEACH CLASSIFICATION SPECIFICATION**

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**TITLE: COMMUNITY DEVELOPMENT ANALYST I - III**

**DEFINITION:** Under direction, conducts varied and difficult studies and analyses relating to socio-economic and physical community development plans and programs, supervises relocation activities and assumes assigned administrative responsibilities.

**DISTINGUISHING CHARACTERISTICS:**

- Grade Level I - Performs responsible duties of the class.
- Grade Level II- Performs difficult duties of the class and, in addition, may be assigned to supervise others performing community development activities.
- Grade Level III- Performs the most difficult duties of the class and, in addition, serves as a section head or is responsible for administering two or more community development programs.

**EXAMPLES OF DUTIES:**

- Establishes liaison with City departments and other agencies to obtain and develop detailed information concerning community development plans and programs;
- Assists in developing rules, regulations, procedures, forms, records, and reports governing relocation activities, in accordance with applicable federal, state, and local laws, rules, and regulations;
- Assists in property management activities;
- Analyzes complex proposals for cost-benefit ratio and feasibility;
- Prepares and monitors progress of grant-in-aid applications;
- Provides functional supervision of approved programs as assigned;
- Develops, implements, and maintains program information, evaluation, and reporting systems;
- Evaluates claims, documents and records required for federal and state relocation benefits;
- Assists in developing the scope of services for various trade vendors which are necessary in altering relocation and replacement sites and coordinates the necessary property inspection with all concerned parties;
- Assists in the organization of and provides technical assistance to citizen planning and advisory groups;
- Assists in developing long-range community development plans and programs;
- Participates in community development, public relations and information activities;
- Conducts special studies;
- Supervises other community development personnel as assigned;
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

Graduation from a four-year college with a degree in Public Administration, Economics, Business Administration, or a closely related field, and two years of administrative or analytical

COMMUNITY DEVELOPMENT ANALYST I – III (continued)  
experience in community development in one or more of the following areas: relocation, business assistance, urban planning, economic analysis, or private development, including real estate brokerage, bond and mortgage industry. The skill to effectively communicate with persons of diverse ethnic, social and economic backgrounds is necessary.

A Master's Degree in one of the above fields may be substituted for one year of the required experience. Additional experience of the type required may be substituted for the education on a year-for-year basis.

Person assigned to relocation and business assistance functions must have a working knowledge of laws, rules and regulations affecting those operations.

A valid California driver's license.

**HISTORY:**

Revision of Classification Specification dated 08/31/76 and consolidation with Relocation and Property Supervisor Classification Specification dated 11/01/72.  
Approval/Adoption Dates: 01/14/81 - Human Resources Department